



HOW TO AUTO-POPULATE

BLOCK 11 OF THE DD 1155

1. Auto-populating Block 11 of the DD 1155

The DD 1155 Block 11 functionality works as described in the following text and screenprints. When loading vendors there are 2 things the user/SA must do to correctly auto-populate Block 11 with the applicable vendor business type.

First, if the vendor is a Small Business the user/SA must select **Utilities → Organization Maintenance → Vendor Maintenance → Address Details** tab and add applicable **SIC/FSC Data**. Select Small Business from the **Preference Program** drop-down list box. See Figure 1 below. The user/SA can add as many FSCs/SICs as they want and associate each with this preference program.

The screenshot shows the 'Vendor Maintenance' window with the 'Address Details' tab selected. The address information is displayed at the top: Vendor ID 092399849, Address 4301 N FAIRFAX DRIVE SUITE 725, and City ARLINGTON, VA 22203. Below this, the 'SIC / FSC Data' section is active, showing a list of FSCs with '1005 GUNS, THROUGH 30 MM' selected. The 'Preference Program' is set to 'Small Business'. The 'RYG Status' is 'Green' and the 'DLA Status' is 'Good'. To the right, various codes are entered: DUNS +4 Code (empty), DUNS Code (092399849), CAGE Code (DFJH5), and Corporate Status (Other Corporate Entity). Other fields like Establishment Code, Planned Prod Code, Cert of Insurance, and Clearance dates are empty. The 'Subject to CAS' field is also empty. 'OK' and 'Cancel' buttons are at the bottom right.

Figure 1. Address Details tab

To auto-populate the **Small** checkbox in Block 11, the user merely selects the vendor for a **DD 1155** award, then selects the appropriate **FSC** or **SIC** in the *Line Item Detail Description* tab corresponding to the applicable business type. The system will then populate the appropriate box in Block 11. See Figure 2.

Procurement Desktop - Defense

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Small Purchase Award - F44600-99-P-0006 [Read Only]

Items 1 - 13 Items 14 - 16 Items 17 - 25 Clauses

ORDER FOR SUPPLIES OR SERVICES PAGE 1 OF 5

1. CONTRACT/PURCHASE ORDER/ AGREEMENT NO. F44600-99-P-0006	2. DELIVERY ORDER/ CALL NO. F44600	3. DATE OF ORDER/ CALL 1999Feb10	4. REQUISITION/ PURCHASE REQUEST NO.	5. PRIORITY
6. ISSUED BY 1 CONS/CC 74 Nealy Avenue Suite 109 Langley AFB, VA 23665-2088	7. ADMINISTERED BY See Item 6	8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER <small>(See Schedule If other)</small>	9. CONTRACTOR CODE 092399849 DIGITAL SYSTEMS INTERNATIONAL CORP ATTN GEORGE OMOHLINDRO 4301 N FAIRFAX DRIVE SUITE 725 ARLINGTON, VA, 22203	10. DELIVER TO FOB POINT BY 1999Feb10
		11. MARK IF BUSINESS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADV'TGED <input type="checkbox"/> WOMEN-OWNED	12. DISCOUNT TERMS Net 30.	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

Inbox Outbox

Ready February 12, 1999 4:08 PM

Figure 2. DD 1155 with Block 11 auto-populated.

Second, if the vendor is a Small Disadvantaged Business the user/SA must select **Utilities** → **Organization Maintenance** → **Vendor Maintenance** → *Address Details* tab and add applicable **SIC/FSC Data**. Select Small Disadvantaged Business from the **Preference Program** drop-down list box. See Figure 3. The user/SA can load as many **FSCs/SICs** as they want and associate each with this preference program.

Figure 3. Address Details tab

To auto-populate the **Small Disadvantaged** box in Block 11, the user merely selects the vendor for a **DD 1155** award, then selects the appropriate **FSC** or **SIC** in the *Line Item Detail Description* tab corresponding to the applicable business type for that Vendor. The system will then populate the appropriate box in Block 11. See Figure 4.

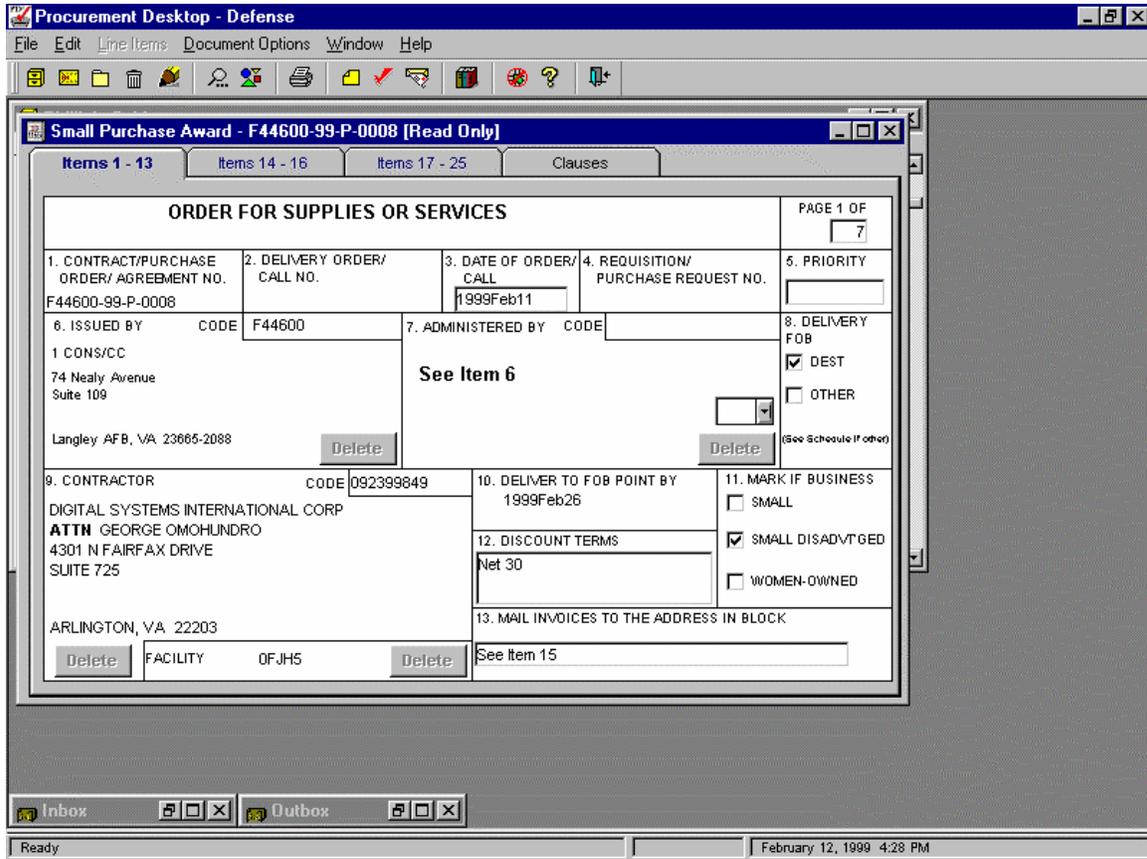


Figure 4. DD 1155 with Block 11 populated.

Lastly, if the vendor is a Woman Owned Business, the user/SA must add Women Owned to the **Vendor Categories** field on the *Vendor* Tab in **Vendor Maintenance** window. This is done by clicking the [Add] button to the left of the **Vendor Categories** field and selecting Women Owned from the drop-down menu. See Figure 5.

The screenshot shows the 'Vendor Maintenance' window with the 'Vendor' tab selected. The 'Name' field contains 'DIGITAL SYSTEMS INTERNATIONAL CORP'. The 'Vendor Size' is set to 'Large'. The 'Tax Identification Number' is '54-1462136'. The 'Debarment Status' is 'Not Debarred'. The 'Vendor Categories' list includes 'Profit' and 'Women Owned', with 'Women Owned' selected. Buttons for 'Add', 'Remove', 'Delete', 'OK', and 'Cancel' are visible.

Field	Value
Name	DIGITAL SYSTEMS INTERNATIONAL CORP
Vendor Size	Large
Tax Identification Number	54-1462136
Debarment Status	Not Debarred
Vendor Categories	Profit, Women Owned

Figure 5. DD 1155 with Block 11 populated.

When that vendor is selected for the **DD 1155** award, PD² will auto-populate the **Women-Owned** checkbox in Block 11. See Figure 6.

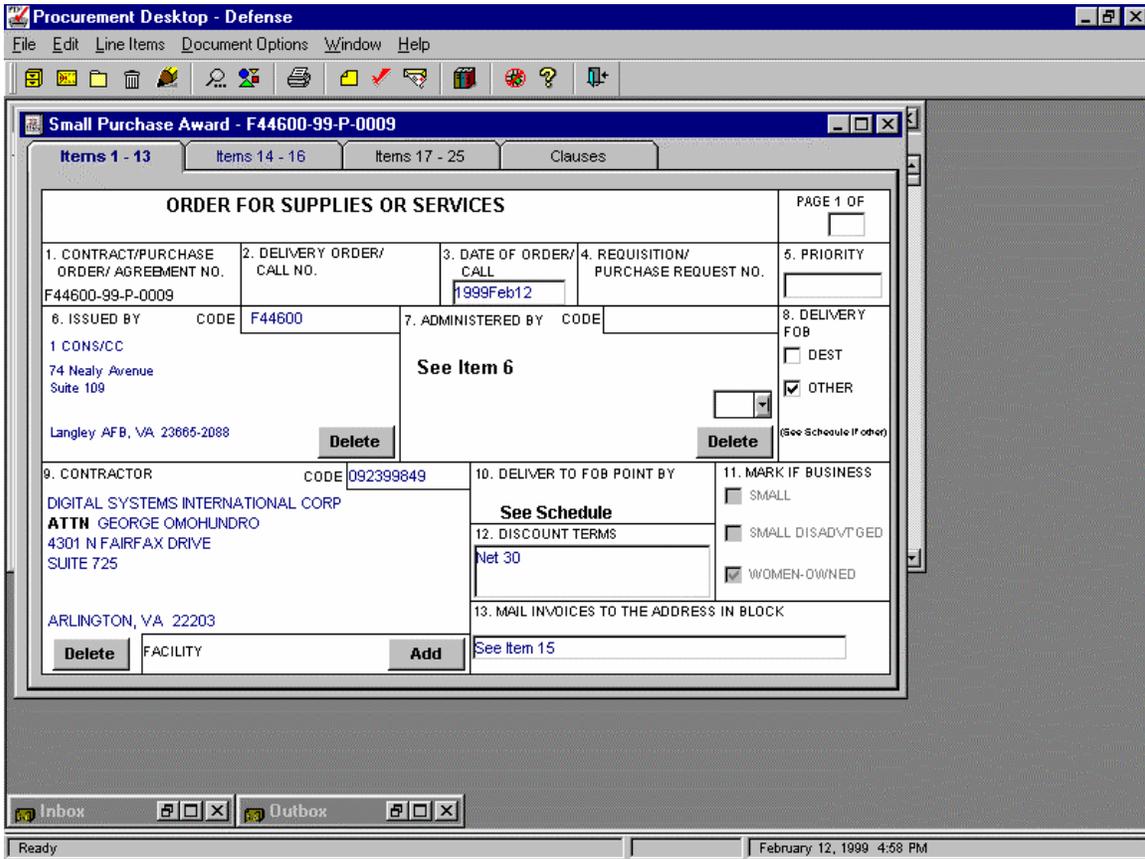


Figure 6. Adding Women Owned to Vendor Categories field.

NOTE: In the versions 4.1c and earlier software design, the women-owned category takes precedence over the FSC/SIC preference program association. Therefore, if the user/SA loads the vendor as a women-owned business and then also adds and associates FSCs and SICs to the SB and SDB preference programs, PD² will mark the women-owned box in Block 11 every time. Further, the 3 Business type boxes in Block 11 of the DD 1155 are currently mutually exclusive.